

# ADMINISTRATION COMMITTEE

## AGENDA

PAGE #

TIME

FEBRUARY 6, 2003

**1.0 CALL TO ORDER**

**2.0 PUBLIC COMMENT PERIOD** -- Members of the public desiring to speak on an agenda item, or agenda items not on the agenda, but within the purview of this committee, must notify the Secretary and fill out a speaker's card prior to speaking. A speaker's card must be turned in before for the meeting is called to order. Comments will be limited to three minutes. The Chair may limit the total time for comments to twenty (20) minutes.

**3.0 CONSENT CALENDAR**

**3.1 Approval Items**

3.1.1 Approval of December 5, 2002 Minutes 111  
**Attachment**

3.1.2 Approve Request to Co-Sponsorship Los Angeles County Infrastructure Summit at 11  
No cost to SCAG to be held on Feb. 12, 2003  
**RC Attachment**

**3.2 Receive & File**

3.2.1 Conflict of Interest Listing 13  
**(Info Only) RC Attachment**

3.2.2 Contracts & Purchase Orders 15  
Contracts

- Ariston

Purchase Orders

- Laser Care
- Quality Kaser Catridge
- Mini-Mailers



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PAGE #

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FEBRUARY 6, 2003

### 4.0 ACTION ITEMS

#### 4.1 Administration Committee Report

Mayor, Richard  
Dixon, Chair

4.1.1 Approve FY 2002-2003 NARC 17  
Membership Dues  
**RC Attachment**

4.1.2 Proposed Bylaws Amendment 21  
Concerning Representation of the  
Administration Committee **RC Attachment**

**Recommended Action:** Approve proposed  
Amendment to be forwarded for General  
Assembly consideration.

4.1.3 Authorization to Execute MOU with MTA 23  
For Transportation Model Improvements  
**RC Attachment**

**Recommended Action:** Approve

4.1.4 Amendment to the Transportation Corridor 25  
Agencies' MOU's Incorporating  
Bus Occupancy into Annual AVO Report  
**RC Attachment**

**Recommended Action:** Approve

### 5.0 INFORMATION ITEMS

#### 5.1 Monthly Financial Report **Attachment**

Bert Becker  
Chief Financial  
Officer (CFO)

105

The CFO provides a report, which reflects  
Financial status and cash flow, General Fund  
Expenditure status and, on a quarterly basis  
a report on membership dues.

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PAGE #

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FEBRUARY 6, 2003

### 5.0 INFORMATION ITEMS – Con't

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| 5.2 | <u>Caltrans Indirect Cost Allocation Plan (ICAP)</u><br><u>Audit and SCAG Response</u><br>(To Be Distributed At The Meeting) | <b>Ed Paul</b><br><b>Internal Auditor</b>                                |
| 5.3 | <u>FY 2003-2004 OWP</u>  | <b>Jim Gosnell</b><br><b>Deputy Executive</b><br><b>Director</b>         |
| 5.4 | <u>Rideshare/Transtar Update</u>   | <b>John Cox</b><br><b>Director of Deployment</b><br><b>and Rideshare</b> |

### 6.0 COMMENT PERIOD

Any Regional Council member or staff desiring to comment on items not covered on the agenda may do so at this time. Comments should be limited to three minutes.

### 7.0 ADJOURNMENT

The next meeting is scheduled for Thursday, March 6, 2003, at the SCAG Offices.

